

SIMPSON

PRIMARY SCHOOL

SCHOOL BUS

PROCEDURES – 2019

BUS TRAVEL - EMERGENCY PROCEDURES

When an emergency occurs whilst buses are travelling to or from school, and a variation to the normal travelling arrangements is required, the bus drivers use their discretion in taking action. Circumstances will dictate the course of action to be followed but generally the following procedures would apply.

SICK PUPILS:

MINOR ILLNESSES

When the bus is coming to school the child will be brought to school and the parents contacted.

When the bus is taking the child home from school the child will be taken home but if this is not practicable the bus driver will notify the school who will attempt to contact the parent and arrange for the bus to be met. As a standard practice parents should already be meeting the bus at drop off time.

URGENT MEDICAL TREATMENT

The bus driver should proceed to the nearest telephone (or use the bus radio or mobile phone) and arrange to contact either the parents, the Principal, a doctor or an ambulance.

If it is not possible to have the child cared for privately, pending the arrival of medical attention, the bus driver should continue on the normal route if practicable but ensure that the doctor or ambulance is fully conversant with the route followed by the bus. In any event the bus should resume its normal route as soon as possible.

ACCIDENTS

If necessary, ambulance and police must be notified as soon as possible. The school and the bus contractor should also be notified as soon as possible so that a relief bus can be sent out.

The bus driver, after making the necessary contacts, should stay with the children.

BREAKDOWNS

If contact cannot be made for assistance the bus driver is to stay within a reasonable distance of the bus. If possible the Principal should be contacted so that parents can be warned of the delay. Skoolbag app will be used as the first level communication about bus delays. Phone communication from the school is the second level communication.

BUSHFIRE

When a fire occurs on or threatens an area through which school buses operate buses may need to be delayed or redirected.

If buses are to be delayed or re-directed the Principal shall notify the parents using the skoolbag app and then phone procedures explained in emergency procedures for parents. Parents may be required to meet the bus at a revised bus stop or collect from the school. The DET Emergency and Security Management communication centre, police or the Country Fire Authority will advise the school when it is safe for the bus to resume its normal route.

On days of high risk parents should make arrangements to collect their children from school or immediately as the bus arrives. Should the bus route need to be cancelled due to extreme conditions parents are required to collect students from the school directly. Phone communication will be made by the school for any impacted bus routes.

On Code Red (Catastrophic) days the buses will not operate as the school will be closed.

EMERGENCY PROCEDURES FOR PARENTS

There may be emergency situations that occur that may require alteration and even cancellation of part or all of a bus route during that event/incident eg; flooding, accident, fire.

All parents whose children travel on a school bus need to be aware that the skoolbag is the first level of communication in emergency situations. This will then be followed by a phone call from the school regarding updated information and directions for collecting students. Messages will be left on answering service if no response can be arranged.

In exceptional circumstances the school will contact all families individually. If unable to make direct contact, children will be kept at school until alternative parent approved arrangements are made.

It is the responsibility of individual families to make transport arrangements for their own child in these rare exceptional circumstances.

BUS BEHAVIOUR

All travellers on a school bus will appreciate that considerable responsibility rests on all concerned to ensure that school bus travel is as safe as possible. With that end in view, the following rules have been prepared and should be enforced:

- In the morning students are to arrive at the bus stop well before the bus arrives.

- Students must wait at the bus stop in an orderly fashion and must be supervised by their parents. They should refrain from playing on the roadway and should not attempt to approach the bus until it has stopped.
- No student is to board or leave a bus while it is in motion.
- Students must enter or leave the bus in a quiet orderly fashion.
- Where a student rides a bicycle to the bus stop, it should be left in a safe place where it will not cause any inconvenience. Neither the PTC, the DET nor the school can accept any responsibility for the bicycle.
- Bus captains have been appointed to **assist** the driver with supervision. Under the driver's direction, they are to report all misbehaviour and vandalism.
- While travelling, **all** students must remain seated in their allocated seat for the whole of the journey. **All students must wear seat belts when provided.** No pupil should, under any circumstances, have any part of his/her body protruding from a bus or throw litter, etc. from a bus.
- Boisterous conduct or "horse-play" will not be allowed nor will any action that may distract the attention of the driver.
- While it is not expected that students will remain silent during the journey, there could be times when absolute quiet will be requested by the driver in the interests of safety, eg. When approaching a railway crossing. Students should talk quietly at all times and refrain from calling out to passing traffic.
- Students must not talk to the driver while the bus is in motion.

Non-compliance with any of the above rules will result in the following:

- The driver will stop the bus.
- The pupil's name will be recorded together with full details of the nature of the offence.
- The offender will be carried to his/her school and/or back to his/her bus stop.
- The offence will be reported to the principal.

In cases of misbehaviour or vandalism, action will be taken. Where it is considered that the offence warrants it, a student may be suspended from using the bus for a specified period. If that occurs it will be necessary for students to make their own transport arrangements during the period of suspension. Suspension for an indefinite period will be imposed if a pupil is a persistent offender. In extreme cases permission to travel will be fully withdrawn.

In all cases of vandalism, those responsible will be required to meet the cost of repairs.

If a student misses a bus it will be necessary for parents to make arrangements for transport to or from school.

On leaving a bus, students must wait on the same side of the road until the bus has moved off and they have a clear view of the road in both directions before attempting to cross the road.

Any traveller not returning home by bus, desiring to leave the bus at a stop other than his/her normal one, or travelling home on the bus after being absent in the morning must seek permission to that effect. Under no circumstances will a bus be delayed while messages are being picked up or delivered.

Students are permitted to travel on a school bus only on days when they are attending school. School buses are not to be used for travel to and from social or sporting purposes.

Andrea Taylor
Principal